

06/08/05
Revised

- Interviews witnesses and others in civil, administrative or criminal cases for pre-trial or pre-hearing declarations.
- Prepares discovery requests and responses; drafts motions, memoranda of points and authorities, complaints and answers; cross-claims, affidavits and declarations.
- Reviews legal documents and forms for completeness and conformance to specific requirements set forth in applicable legal codes.
- Gathers factual information and performs routine legal research to assist attorneys in determining appropriate legal action.
- Performs preliminary analysis of legislative bills and researches legislative histories.
- Summarizes, organizes and indexes prior opinions, testimony, depositions, discovery responses and other documentary material.
- Organizes and indexes trial documents, prepares exhibits and assists attorneys at trial by keeping track of exhibits, testimony and documents.

QUALIFICATIONS

Knowledge of:

- Principles of civil, administrative and criminal law and their application.
- Legal research methods and techniques.
- Preparation of briefs and opinions.
- Current legal resources.
- Trial and hearing procedures and rules of evidence.
- City government functions and legal responsibilities.
- Personal computers and the use of word processing software.

Ability to:

- Perform legal research, interview witnesses and analyze legal issues.
- Draft legal documents including pleadings, briefs, memoranda, contracts, leases, resolutions and ordinances.
- Interpret applicable municipal, state and federal codes, laws and statutes.
- Accurately operate a personal computer and use associated word processing and other software.
- Work cooperatively with others.

Education and Experience:

Education: A certificate of completion of a paralegal program approved by the American Bar Association or a certificate of completion of a paralegal program at, or a degree from, a postsecondary institution that requires the successful completion of a minimum of 24 semester, or equivalent, units in law-related courses, and that has been accredited by a national or regional accrediting organization or approved by the Bureau for Private Postsecondary and Vocational Education.

Experience: A minimum of two years of increasingly responsible full-time paralegal experience in a public or private law office or agency.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Legal Assistant (Non-Classified)

TO: Deputy City Attorney (Non-Classified)